

STATE OF CALIFORNIA  
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

<b>1. Institution/Division/Office</b> CALPIA Administrative Services Division/Central Office		<b>2. Unit/Industry</b> Business Services Section	
<b>3. Classification Title</b> Office Technician (Typing) (ISWP)		<b>4. Proposed Incumbent (if known)</b>	
<b>5. Current Position Number (Agency-Unit-Class-Serial)</b> 063-042-1139-802		<b>6. Effective Date</b>	
<b>7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:</b> Under the supervision of the Business Services Procurement & Contracts Manager, the Office Technician (OT) is responsible for processing all Central Office purchase documents, lead receptionist for the Business Services Section. Incumbent has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates, who substantially replace civil service employees for a total of at least 120 hours per pay period. <b>Work Schedule:</b> Monday – Friday 8:00 a.m. to 5:00 p.m.			
<b>8. Percentage (%) of time performing duties:</b>  <div style="text-align: right;">40%</div> <div style="text-align: right;">30%</div> <div style="text-align: right;">15%</div> <div style="text-align: right;">10%</div>		<b>9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first. (Use an additional page if necessary)</b>  <div style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></div> <p>Provide excellent customer service to the public and CALPIA staff in a fast-paced environment where detail and organization is a must. Analyze, process, create, and track all purchase documents from Central Office and field purchase orders (PO) over \$25,000, ensuring accuracy and compliance. Develop and manage procurement reports and spreadsheets, ensuring accuracy at all times. Assemble bids, and contract documents in support of the Contracts Unit. Provide general status information to vendors and field locations. Manage and maintain multiple filing systems, purchase logs, databases, and contract logs in BSS. Review and monitor delegated purchasing documents for proper quotes and sole source justifications. Research procurement information, extract and compile data developing reports as needed. Log Vendor Performance Reports. Review, log, and manage Signature Authority forms, Commodity Blanket forms, and Conflict of Interest documents. Data management. Incumbent has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates, who substantially replace civil service employees for a total of at least 120 hours per pay period.</p> <p>Receive, analyze, and audit all PO documents from CALPIA field locations ensuring accuracy and compliance to BSS' policy and procedures. Create infraction reports for management and work with field staff to reconcile infractions. Route, log, file, and distribute purchase documents as required, including purchase estimates, contracts, CMAS schedules, Standard Agreements, service and expense orders, contract delegation PO's, and Master Service Agreements. Analyze for accuracy and distribute new raw material and service contracts and amendments, updating the monthly status report. Provide administrative support to Managers and professional staff, including but not limited to: Set up and maintain calendars (i.e., meetings, appointments, individual staff weekly itinerary, vacations, etc.).</p> <p>Train new employees and field staff in various computer programs, procurement, and CALPIA's policies and procedures. Develop and revise ISO documents and spreadsheets related to procurement functions including policies, procedures and work instructions. Work on special projects and make recommendations for improved methods.</p> <div style="text-align: center;"><b>MARGINAL FUNCTIONS</b></div> <p>Provide backup to Business Services Assistant and Contract Analysts. Act as back-up for centralized procurement (beef &amp; poultry). Perform other clerical duties and assignments as required.</p> <p>(Continued on Page Two)</p>	
<b>10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>			
<b>11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:</b>			
<b>PRINT EMPLOYEE'S NAME</b>		<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>PRINT SUPERVISOR'S NAME</b>		<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>HR APPROVAL</b> 10-6-21			

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<p>8. Percentage (%) of time performing duties:</p>                      5%	<p>9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first.</p> <p>(Continued from Page One)</p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></p> <p>Answer phones, type reports, scan &amp; create PDF documents, assist in preparation for meetings, greet visitors, knowledge of Microsoft Office, prepare and transmit facsimiles.</p>
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